



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Development Services Inspector/Technician

The City of Falls Church is recruiting for a Development Services Inspector/Technician. The individual selected will be responsible for enforcing the City's Planning, Zoning Property Maintenance and Building Code Ordinances, investigating complaints and reports of hazardous conditions, preparing and issuing various summons involving enforcement, preparing court papers and testifying as expert witness, assisting the Development Services staff with site inspections and tasks related to plan review, site compliance and inspection of sites under construction.

Responsibilities:

- Enforce Planning, Zoning and Property Maintenance Ordinances by maintaining records and preparing reports; providing technical assistance to city staff, certain boards and commissions and public; and inspecting properties;
- Assist the Building Official and Inspectors with inspections of locations under construction; assist with the management of building permits and interpretation of construction plans;
- Research files for records of past violations, approvals, and permits;
- Conduct site inspections for non-compliance of site plan and zoning requirements and obtain voluntary compliance of planning, zoning and property maintenance ordinances;
- Investigate complaints and reports of hazardous conditions, issue written violations as required, fill out summons for violations, prepare case histories, and testify in court;
- Carry out intensive enforcement campaigns;
- Provide staff support to the Development Services Permit Counter; receive, log and process building permit applications;
- Provide technical assistance to City staff, certain boards and commissions, and the public;
- Perform parking studies at the direction of the Zoning Administrator;
- Perform related tasks as required.

Qualifications:

- Graduation from an accredited community college with major course work in planning, zoning, property maintenance code compliance or related field preferred;
- Thorough knowledge of Planning, Zoning and Building Code Ordinances and legal procedures related to the enforcement of ordinances and codes;
- Demonstrated ability to read and interpret blueprints, site plans and designs, to ensure compliance with appropriate ordinances and codes, and to enforce ordinances and regulations with firmness, tact and impartiality;

- Must learn, understand and interpret the City's Planning, Zoning, Building Code and Property Maintenance Ordinances in a reasonable time period and reach required performance level within a minimum training period;
- Learn quickly the geography of the City;
- Ability to present facts clearly, both orally and in writing;
- Ability to read and interpret maps, plats, and site plans;
- Attend applicable training modules offered by the International Code Council;
- Valid driver's license with good driving record;
- An equivalent combination of training and experience may be considered.

Hours: This is a full time position of 40 hours per week.

Salary: \$47,380 +, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See www.fallschurchva.gov for additional information.

To Apply: Send City application or resume to City of Falls Church, Human Resources Division, 300 Park Ave., Falls Church, VA 22046 or via e-mail at hr@fallschurchva.gov.

Equal Opportunity Employer: The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free